

Engineering & Capital Projects Department Administrative Support Mentoring Program

APPLICATION

Instructions: Please supply the following information to

Career Development Program
1250 Sixth Avenue Suite 150
San Diego, CA 92101
FAX: (619) 685 - 1342
or inter-office mail to MS 801C

Deadline: May 31, 2001

Selection Criteria: The FY2001 Mentoring program is limited to 30 participants. Eligible participants must have a job classification (i.e., administrative aide II, associate manager analyst, information systems analyst II, clerical assistant II, park designer, payroll specialist II, word processing operator, public information officer, senior account clerk, senior planner, executive secretary, senior clerk typist, supervisory management analyst, information systems analyst, and administrative support staff). Also, eligible participants must be full-time, permanent employees that have been rated satisfactory or above on their performance plans. Selection will be based upon (1) responses to the following questions on this application and (2) ensuring a cross section of participants, which optimizes a diverse mix of division, classification, and years of experience. The Director and Deputy Directors will approve the final list of participants. Please contact Susan Curtin, Career Development Manager at (619) 685-1346 or Karen Campos at (619) 533-3082 with any selection criteria questions.

Name

Division

Work Phone

FAX

MS

Date of last performance evaluation

Overall Rating

Job Classification (describe your work responsibilities):

Total years of City service

Years of Department service

Current Supervisor

Work Phone

QUESTIONS

Instructions: Please type or print your responses in the space provided, or if using a computer, insert an 8.5" X 11" single page with your responses.

1 What have you done to develop your career?

2 What do you hope to get out of the program?

3 What is your current career goal?

4 Do you currently have a mentor?

5 Are you interested in participating in a mentoring relationship?

6 List specific classifications that you are interested in having mentor you?

AGGREMENT

I understand that if I am selected to participate in the Mentoring Program, I agree to attend and participate in the required monthly meetings and to develop a personal career development plan.

Signature of Applicant

Date